Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As of Thursday, May 13, 2010, the Help Desk has yet to receive your Technology Acceptable Use Policy for the 2010-2011 school year.

**If your Acceptable Use Policy is not received, you will be required to turn in your laptop.**

Additional copies of the 2010-2011 Acceptable Use Policies can be obtained in the Help Desk.

**If you are NOT returning to SSA next year, you are required to turn your laptop (with stylus), charger and case in at 11:30am on Tuesday, May 25th, immediately following the last exam. You must have any documents or files that you wish to keep saved onto a personal storage device (jump drive, SD card, external hard drive) BEFORE turning your computer in.**

If you have any questions, please stop by the Help Desk or email us at: helpdesk@ssacad.com

Thank you,

SSA Help Desk

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